



United States Court of Appeals for the Sixth Circuit

Administrative Paralegal

Vacancy Announcement No. 16-03

ABOUT THE COURT

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in Cincinnati, the Court serves Kentucky, Michigan, Ohio, and Tennessee. For more information about the federal court system, please visit: www.uscourts.gov. For more information about the Sixth Circuit, please visit: www.ca6.uscourts.gov.

POSITION INFORMATION

Location: Memphis, Tennessee

Salary: \$59,246 - \$77,019 (JSP 11)

Salary commensurate with qualifications in accordance with U.S. Court Guidelines

Tour of Duty: Full-Time

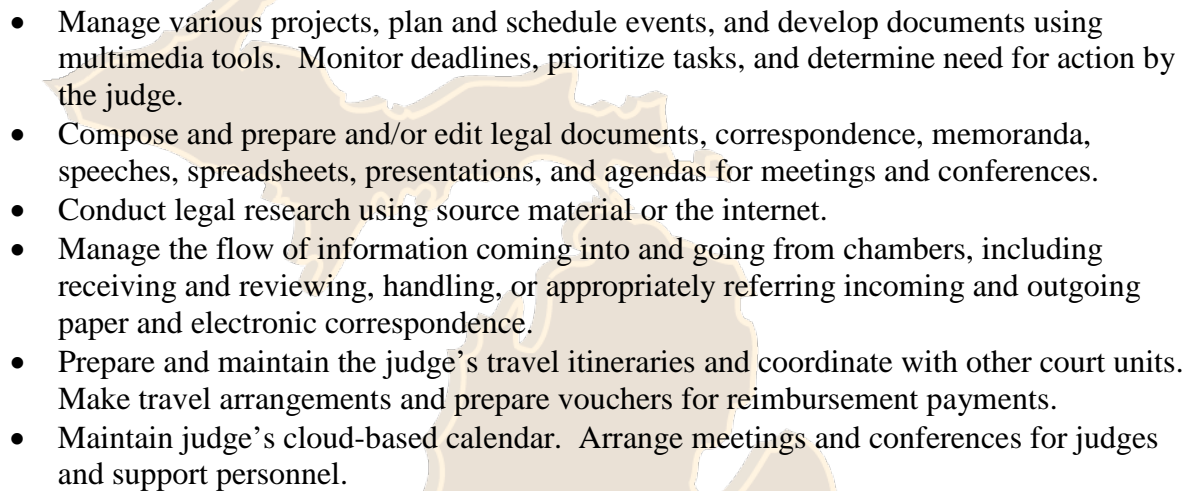
Opening Date: June 22, 2016

Closing Date: The position will remain open until filled. To ensure consideration, applications must be received by July 11, 2016.

POSITION OVERVIEW

The Administrative Paralegal provides administrative, technical, paralegal, and secretarial support to a federal circuit judge and is responsible for the day-to-day operations management of the judge's chambers. Working under the direction of the Judge, the principal duties and responsibilities of the position are highlighted below:

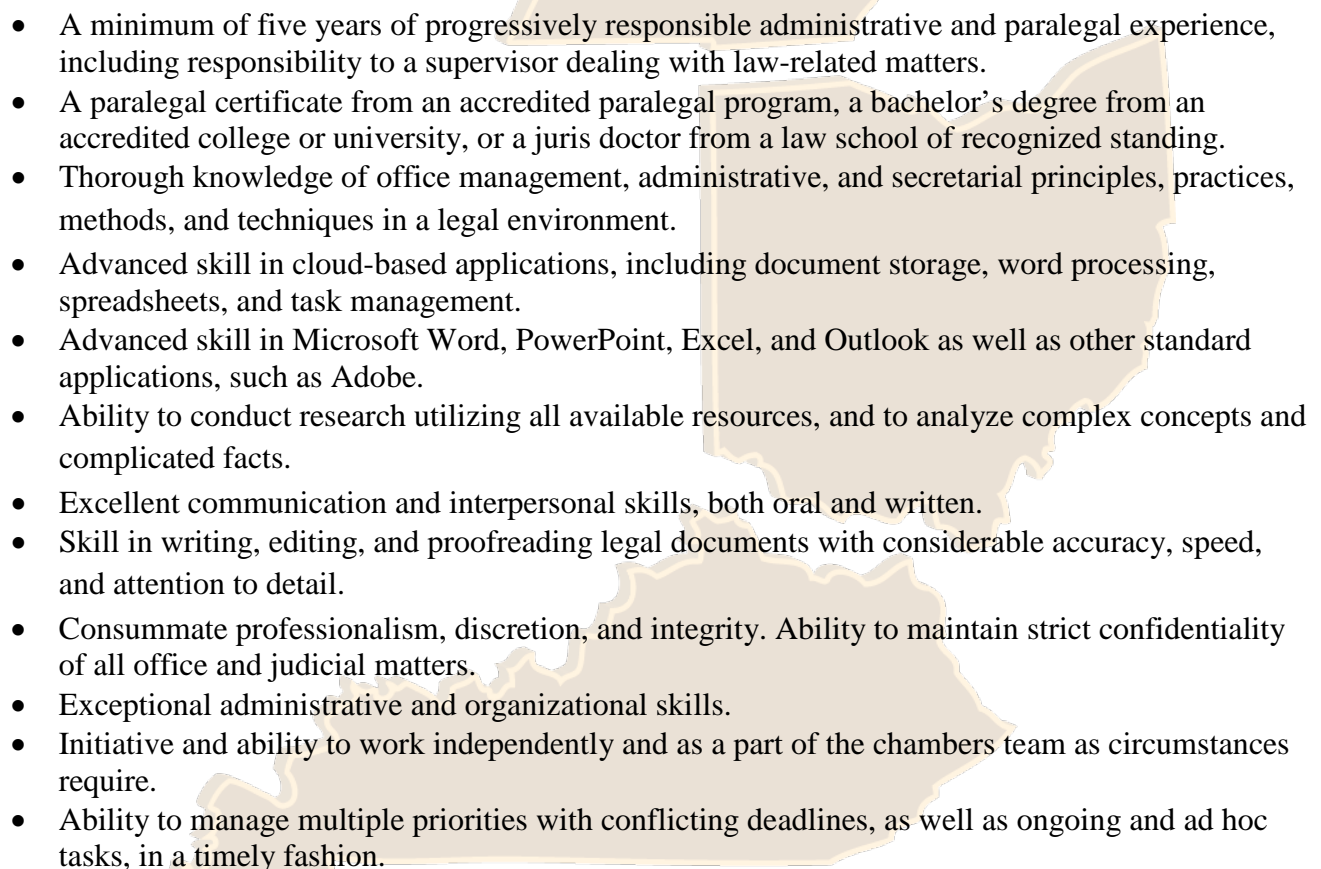
- Manage day-to-day operations of chambers in a fast-paced environment with multiple moving parts.
- Monitor, maintain, update, and track functions in the court's case management and filing system. Manage chamber's internal case management system, including tracking chamber's caseload in cloud-based word-processing documents and spreadsheets, coordinating with law clerks on chamber's caseload, and communicating with other chambers regarding case-related issues.

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- Manage various projects, plan and schedule events, and develop documents using multimedia tools. Monitor deadlines, prioritize tasks, and determine need for action by the judge.
 - Compose and prepare and/or edit legal documents, correspondence, memoranda, speeches, spreadsheets, presentations, and agendas for meetings and conferences.
 - Conduct legal research using source material or the internet.
 - Manage the flow of information coming into and going from chambers, including receiving and reviewing, handling, or appropriately referring incoming and outgoing paper and electronic correspondence.
 - Prepare and maintain the judge's travel itineraries and coordinate with other court units. Make travel arrangements and prepare vouchers for reimbursement payments.
 - Maintain judge's cloud-based calendar. Arrange meetings and conferences for judges and support personnel.

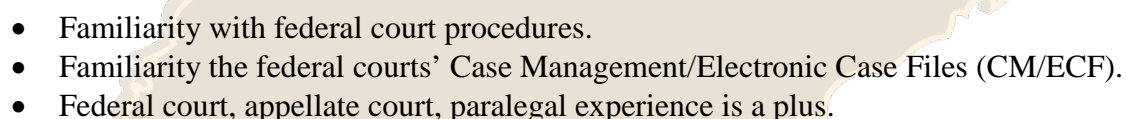
Refer to the complete Position Description attached to this announcement.


QUALIFICATIONS

Required

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- A minimum of five years of progressively responsible administrative and paralegal experience, including responsibility to a supervisor dealing with law-related matters.
 - A paralegal certificate from an accredited paralegal program, a bachelor's degree from an accredited college or university, or a juris doctor from a law school of recognized standing.
 - Thorough knowledge of office management, administrative, and secretarial principles, practices, methods, and techniques in a legal environment.
 - Advanced skill in cloud-based applications, including document storage, word processing, spreadsheets, and task management.
 - Advanced skill in Microsoft Word, PowerPoint, Excel, and Outlook as well as other standard applications, such as Adobe.
 - Ability to conduct research utilizing all available resources, and to analyze complex concepts and complicated facts.
 - Excellent communication and interpersonal skills, both oral and written.
 - Skill in writing, editing, and proofreading legal documents with considerable accuracy, speed, and attention to detail.
 - Consummate professionalism, discretion, and integrity. Ability to maintain strict confidentiality of all office and judicial matters.
 - Exceptional administrative and organizational skills.
 - Initiative and ability to work independently and as a part of the chambers team as circumstances require.
 - Ability to manage multiple priorities with conflicting deadlines, as well as ongoing and ad hoc tasks, in a timely fashion.

Preferred

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- Familiarity with federal court procedures.
 - Familiarity the federal courts' Case Management/Electronic Case Files (CM/ECF).
 - Federal court, appellate court, paralegal experience is a plus.



Duty Station and Travel

- The position is located in Memphis, Tennessee. However, the judge sits in Cincinnati, Ohio seven times yearly, for one week at a time. The incumbent may be required to travel with the judge. Additionally some overnight travel for training may be required.

BENEFITS

Employees of the U.S. Courts are not classified under the civil service; however, they are entitled to the same benefits as other Federal employees. Benefits include: health, dental, vision, life, long term care and long term disability insurance, annual and sick leave, paid holidays, retirement, and the judiciary's supplemental benefits. For additional information about benefits with the federal judiciary, visit www.uscourts.gov/careers.

CONDITIONS OF EMPLOYMENT

Applicant must be a United States citizen or eligible to work in the United States. Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Appointment to position is provisional pending suitability determination by the court based on results of a background check *or investigation and fingerprinting*. *High-sensitive positions are subject to updated background investigations every five years.* Employees are subject to the [*Judicial Code of Conduct for Judicial Employees*](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. The Court of Appeals is an Equal Opportunity Employer.

APPLICATION PROCEDURE

Submit a letter of application emphasizing experience relevant to the position with salary history, a detailed resume, and a completed AO-78 Federal Judicial Branch Application for Employment (located at www.ca6.uscourts.gov) to the Human Resources Office at: ca06-humanresources@ca6.uscourts.gov. Applications must be received by the Human Resources Office on or before July 11, 2016. The Court will only communicate with those applicants selected for an interview.

Job Title	Administrative Paralegal to a Federal Circuit Judge	JSP 9 - 11
Occupational Group*	Chambers	

Job Summary

The Administrative Paralegal is located in a judge's chambers. This position provides day-to-day management of operations and administrative, technical, paralegal, and secretarial assistance.

Representative Duties

- Manage day-to-day operations of chambers in a fast-paced environment with multiple moving parts.
- Perform functions in the court's case management and filing system, including monitoring the caseload, maintaining, updating, and tracking filed documents, organizing case-related filings and correspondence, logging actions, and updating case list.
- Manage chamber's internal case management system, including tracking chamber's caseload in cloud-based word-processing documents and spreadsheets, coordinating with law clerks on chamber's caseload, and communicating with other chambers regarding case-related issues. Distribute case information and assignments to law clerks. Maintain chambers information storage and filing systems for case filings, correspondence, publications, data, forms, and other documents.
- Manage various projects, plan and schedule events, and develop documents using multimedia tools. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
- Compose and prepare and/or edit legal documents, correspondence, memoranda, speeches, spreadsheets, presentations, and agendas for meetings and conferences.
- Conduct legal research using source material or the internet. Manage the flow of information coming into and going from chambers, including receiving and reviewing, handling, or appropriately referring incoming and outgoing paper and electronic correspondence.
- Prepare and maintain the judge's travel itineraries and coordinate with other court units. Make travel arrangements and prepare vouchers for reimbursement payments.
- Maintain judge's cloud-based calendar. Arrange meetings and conferences for judges and support personnel.
- Perform receptionist duties by greeting callers in person and on the telephone, responding to inquiries, and directing callers to the appropriate staff member.
- Provide administrative assistance to law clerks.
- Maintain office supplies and equipment and handle routine office matters.
- Other duties as requested.

Factor 1- Required Competencies (Knowledge, Skills, and Abilities)

Administrative

- Thorough knowledge of office management, secretarial and administrative principles, practices, methods, and techniques in a legal environment.
- Skill in administrative matters such as document preparation, file maintenance, record-keeping, reporting, and preparation of legal and business material.
- Ability to follow detailed instructions, multitask, and manage multiple priorities with conflicting deadlines. Skill in organizing own work. Ability to manage time effectively and meet tight deadlines.
- Ability to work independently and set priorities under limited or general direction.
- Skill in coordinating the assignments of others.
- Skill in planning and scheduling meetings and events. Attend meetings and/or

Job Title	Administrative Paralegal to a Federal Circuit Judge	JSP 9 - 11
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conference calls and prepare notes.

IT and Automation

- Advanced skill in cloud-based applications, including document storage, word processing, spreadsheets, and task management.
- Advanced ability in Microsoft Word, PowerPoint, Excel, and Outlook as well as other standard applications, such as Adobe.
- Knowledge of automated case management systems.
- Working knowledge of social media (such as Facebook, LinkedIn, Twitter, and Instagram).
- Ability to conduct research of legal and non-legal materials on the internet and intranet.
- Skill in using standard office equipment.

Written and Oral Communication/Interaction

- Skill in grammar, spelling, editing, and proofreading.
- Skill and accuracy in transcribing dictation and data entry.
- Ability to interact effectively and to maintain cooperative relationships with judges, chambers staff, and other court personnel, in order to support the work of the judge. Ability to maintain confidentiality and considerable discretion.
- Ability to properly compose legal citations.

Paralegal/Court Operations

- Knowledge of legal documents and terminology. Ability to conduct research utilizing all available resources, and to analyze complex concepts and complicated facts.
- Knowledge of documents and legal filings related to the Court of Appeals.
- Knowledge of federal and local court administrative rules and protocols.
- Skill in interpreting and applying court's office policies, procedures, practices, and guidelines related to office operations.
- Ability to learn and abide by these policies.

Judgment and Ethics

- Ability to learn and comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and good judgment.

Factor 2- Primary Job Focus and Scope

The primary focus of the position is to contribute to the smooth and efficient administration of the chambers by providing administrative and paralegal assistance. The performance of the incumbent has an impact on the court and its staff, other judges, the bar, litigants, counsel, outside agencies, and the public. Maintenance of files, documents, systems and databases is critical to the office's ability to retrieve information regarding current and closed cases. The incumbent contributes to the mission of the court unit by responding to competing priorities, maintaining confidentiality, and interacting with individuals in a professional, courteous, and efficient manner.

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Factor 3- Complexity and Decision Making

Some aspects of the incumbent's work are well-defined processes. Other aspects of the work are complex and present challenges. Judgment is often exercised in planning the work, setting priorities, maintaining confidentiality, and handling materials and persons tactfully. Conflicting priorities must be resolved. Duties and interactions must be handled with accuracy, considerable discretion, and sensitivity due to the confidential nature of the work of the chambers. Decision making is based on defined policies, standards and procedures, with unusual situations being referred to a more senior-level staff person or the judge.

Factor 4A- Interactions with Judiciary Contacts

The primary judiciary contacts are judges and chambers staff, executives, managers, staff of other court units, peers, and the Administrative Office for the purpose of providing administrative support.

Factor 4B- Interactions with External Contacts

The primary external contacts are the public, outside attorneys, the bar, vendors/contractors, and governmental agencies for the purpose of exchanging information, providing customer service, and assisting with the court unit's administrative activities and transactions.

Factor 5- Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations. Some travel is required.